



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

IV-D MEMORANDUM 2021-003

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff
All Office of Child Support (OCS) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: March 8, 2021

SUBJECT: Updated Driver's License Interface With the Michigan Department of State (MDOS) and Receipt of New Driver's License Information

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces changes in the driver's license interface between MDOS and the Michigan Child Support Enforcement System (MiCSES). On March 16, 2021, MDOS will implement a new system, the Customer Automotive Records System (CARS), to store and track driver's license data.¹ With the MiCSES 10.7 Release on March 12, 2021, OCS will update MiCSES to maintain the interface with MDOS using the new system.² In addition, OCS will implement the following changes:

- Addition of two new endorsement types³ for driver's licenses;
- Population of new driver's license data on Business Objects reports and MiCSES reports;
- Population of new driver's license data on MiCSES screens in the following fields:

¹ To differentiate between a court action referral (CAR) and the Customer Automotive Records System (CARS), the IV-D program will refer to CARS as MDOS/CARS.

² Although MDOS will implement their new system after March 12, 2021, this will not interrupt the transfer of files. The last weekly file received from MDOS's previous system will be received on March 12, 2021, and the new MDOS/CARS file will be received on March 19, 2021.

³ An endorsement provides a driver with additional privileges such as riding a motorcycle or operating farm equipment. Ref: Section A(1) of this memorandum for more information.

UPDATE(S):

☐ Manual

☐ Form(s)

- *License Type Desc;*
 - *License Description;* and
 - *License Type.*
- Update MiCSES to read the MDOS/CARS file, which will include an increase in character limits for the *Name* field and the *License Type* field.

OCS will not receive the minor restricted license type⁴ after the MiCSES 10.7 Release because this license type no longer exists. However, it will remain in MiCSES for historical purposes.

DISCUSSION:

Federal regulations⁵ require OCS, as Michigan's IV-D agency, to maintain an interface with MDOS to provide IV-D staff with new and existing driver's license information, address information, and demographic information for the establishment, modification and enforcement of child support orders. IV-D workers use driver's license information to locate non-custodial parents (NCPs) and to enforce child support orders through license suspension. When payers fail to pay child support, Michigan law⁶ allows IV-D staff to suspend their driver's, occupational and/or recreational license(s).

A. New Driver's License Data

This section discusses the new driver's license information that OCS will receive from MDOS/CARS starting with the MiCSES 10.7 Release. The terms "endorsement type," "license type," and "license type codes" are described below.

1. Endorsement Types

Endorsement types can further identify a license type but can also be used, along with the driver's license, demographic information and address, to distinguish between licenses for IV-D members who have the same name. With the MiCSES 10.7 Release, OCS will receive two new endorsement types: farm⁷ and recreational doubles.⁸ OCS currently receives only the cycle⁹ endorsement type from MDOS.

⁴ The minor restricted license type was available for a minor between the ages of 14 and 16 who was permitted to drive during specified hours and for a specified purpose. This license type is no longer available through MDOS.

⁵ 45 Code of Federal Regulations (CFR) 307.10(b)(14)(iv)

⁶ Ref: Michigan Compiled Law (MCL) 552.628 for information on requirements to suspend licenses.

⁷ The farm endorsement allows a farmer to operate a vehicle to transport agricultural products, farm machinery, farm supplies or a combination of these items within 150 miles from the farm.

⁸ A recreational doubles endorsement refers to a pickup truck pulling a fifth-wheel trailer designed for recreational living purposes, with a second trailer attached to the rear of the fifth-wheel trailer.

⁹ The cycle endorsement refers to the ability to operate a motorcycle.

The license types are operator, chauffeur and moped. Operator and chauffeur license types can have one or more endorsements. For example, an operator's license may have both a farm endorsement and a recreational doubles endorsement; or a chauffeur's license could have a farm endorsement and a cycle endorsement.

The license description is a combination of the driver's license type and any endorsement(s).

2. License Type Codes and License Type/Endorsement Type Combinations

The license type code is an alphanumeric code in MiCSES that corresponds to a specific license or license type/endorsement type combination. The following table¹⁰ lists the license type codes for all of the possible combinations of license and endorsement types, including the new endorsement types. It shows the codes and values in the same order as they will appear in license fields on the MiCSES screens described in Section C of this IV-D Memorandum.

Driver's License Type Codes	Driver's License Types and Endorsement Type Combinations
DR01	Operator
DR02	Chauffeur
DR03	Moped
DR04	Minor restricted
DR05	Operator w/ cycle endorsement
DR06	Chauffeur w/ cycle endorsement
DR07	Operator with farm
DR08	Operator with recreational doubles
DR09	Operator w/ cycle and farm
DR10	Operator w/ cycle, farm, and recreational doubles
DR11	Operator w/ farm and recreational doubles
DR12	Chauffeur and farm
DR13	Chauffeur and recreational doubles
DR14	Chauffeur with farm, and recreational doubles
DR15	Chauffeur with farm, recreational doubles, and cycle
DR16	Operator w/ cycle and recreational doubles
DR17	Chauffeur w/ cycle and farm
DR18	Chauffeur w/ cycle and recreational doubles

¹⁰ OCS recommends IV-D staff keep this table available for easy reference.

B. Population of New License Data on Business Objects Reports and MiCSES Reports

With the MiCSES 10.7 Release, the driver's license type and endorsement type combinations as displayed in the right column of the table above will appear in the *License Type* field on the following Business Objects reports¹¹ and MiCSES reports.

1. Business Objects Reports

- *Member Income and Location Report* (LC-001) (MILR);¹²
- *Income and Location Report* (LC-002) (ILR);¹³ and
- *Proactive Locate – Licensing Report* (LC-012).¹⁴

2. MiCSES Reports

- *Court Order Information Report* (CCRT);¹⁵ and
- *Procedural Justice as an Alternative to Contempt Process* (PJAC) output file.¹⁶

C. Population of New License Data on MiCSES Screens

The license type codes and license type/endorsement type combinations listed in the table further above will appear in the MiCSES fields *License Type Desc*, *License Description*, and *License Type*. Below are descriptions of the screens where these fields appear.

1. *Member Licenses* (MLIC)

The MLIC screen displays professional and driver's license information for IV-D members. On the MLIC screen, the license and endorsement type combinations (e.g., operator with cycle and farm) will appear in the *License Type Desc* field, and the license type code will appear in the *License Type* field.¹⁷

¹¹ The driver's license type codes in the left column of the table above will **not** appear on MiCSES reports or Business Objects reports.

¹² Ref: [Business Objects Report Description: Member Income and Location Report \(LC-001\) \(MILR\)](#) to learn how the license information will appear on MILR.

¹³ Ref: [Business Objects Report Description: Income and Location Report \(LC-002\) \(ILR\)](#) to learn how the license information will appear on ILR.

¹⁴ Ref: [Business Objects Report Description: Proactive Locate – Licensing \(LC-012\)](#) to learn how the license information will appear on the LC-012 report.

¹⁵ Ref: [MiCSES Report Description: Court Order Information Report \(CCRT\)](#) for more information on how this information will appear on the CCRT report.

¹⁶ OCS entered into an agreement with MDRC (formerly known as the Manpower Demonstration Research Corporation) to conduct a pilot project aimed at evaluating the effect of PJAC on child support cases in Muskegon County that are about to go through show cause for non-compliance. This project produces an output file that requires NCP demographic information, which includes license information.

¹⁷ Ref: [MiCSES Screen Description: MLIC – Member Licenses](#) for more information on the MLIC screen.

2. *Enforcement Processor* (ENFP)

The ENFP screen is used to view, initiate and manage enforcement remedies such as license suspension. On the ENFP screen, the *Source ID* field has a *License Information* pop-up window.¹⁸ In this pop-up window, the license and endorsement type combinations will appear in the *License Type Desc* field, and the license type code will appear in the *License Type* field.¹⁹

3. *Enforcement Forms Matrix* (ENFM)

The ENFM screen is used to manually select, edit and generate enforcement documents related to enforcement remedies. On the ENFM screen, the *Source ID* field has a *Member and License* pop-up window.²⁰ In this pop-up window, the license and endorsement type combinations will appear in the *License Description* field, and the license type code will appear in the *License Type* field.²¹

4. *Contempt Ability to Pay Screening* (CAPS)

IV-D staff use the CAPS screen for evaluating an NCP/docket for civil contempt.²² On the CAPS screen, the driver's license and endorsement type combination will appear on the Michigan Secretary of State (Mi-SOS) Locate tile in the *License Type* field.²³

The following table summarizes the license fields, their contents, and their MiCSES screen locations.

License Field	Contents	MiCSES Screen Location
<i>License Type Desc</i>	License and endorsement type combinations	<ul style="list-style-type: none">MLICENFP (in the <i>License Information</i> pop-up window that appears when clicking the <i>Source ID</i> field)
<i>License Description</i>	License and endorsement type combinations	<ul style="list-style-type: none">ENFM (in the <i>Member and License</i> pop-up window that appears when clicking the <i>Source ID</i> field)

¹⁸ The *License Information* pop-up window will appear when the *Source ID* field is clicked.

¹⁹ Ref: [MiCSES Screen Description: ENFP – Enforcement Processor](#) for more information on the ENFP screen.

²⁰ The *Member and License* pop-up window will appear when the *Source ID* field is clicked.

²¹ Ref: [MiCSES Screen Description: ENFM – Enforcement Forms Matrix](#) for more information on the ENFM screen.

²² Ref: [Section 6.39, “Civil Contempt \(Show Cause\),” of the Michigan IV-D Child Support Manual](#) for more information about the CAPS screen and civil contempt.

²³ Ref: [MiCSES Screen Description: CAPS – Contempt Ability to Pay Screening](#) for more information on the CAPS screen.

License Field	Contents	MiCSES Screen Location
<i>License Type</i>	License and endorsement type combinations	<ul style="list-style-type: none"> • CAPS (on the Mi-SOS Locate Tile)
<i>License Type</i>	License type codes	<ul style="list-style-type: none"> • MLIC • ENFP (in the <i>License Information</i> pop-up window that appears when clicking the <i>Source ID</i> field) • ENFM (in the <i>Member and License</i> pop-up window that appears when clicking the <i>Source ID</i> field)

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Enforcement Work Improvement Team
Case Management Work Improvement Team
Establishment Work Improvement Team
Program Leadership Group

CONTACT PERSON:

Akia Clark
OCS Policy Analyst
517-241-4147
Clarka10@michigan.gov

SUPPORTING REFERENCES:

Federal
45 CFR 307.10(b)(14)(iv)

State
MCL 552.628

ATTACHMENT(S):

None

EPF/ALC